

## DUPLICATE REPORTS

A Duplicate Report is a CA/N report containing allegations involving a specific incident on a specific date involving the same participants that has been previously reported in a CA/N report made by a different reporter.

All calls that come in the CA/N hotline will receive a call number and will not be screened out as duplicate reports by CANHU. Determining whether reports are duplicates will be the responsibility of county staff.

Each County shall designate no less than one staff person who shall be granted the level of security clearance required to delete duplicate reports. This designated staff person shall delete duplicate reports as directed.

CA/N reports that meet all of the following criteria will be considered duplicate reports:

- Involves a specific incident;
- Incidents occurred on the same date;
- Contains the same basic allegations;
- Includes the same participants – victim(s), parent(s), and alleged perpetrator(s);

For calls determined to meet all of the criteria listed above, county staff will take the following action:

- Document the decision on the duplicate report CA/N-1, including the initial report incident number. The incident number to be retained is that which represents the earliest report. This will usually be the lowest number.
- Transfer any new information from the duplicate report to the initial report, including reporter's name, if known.
- Submit to the Children's Service Supervisor for review.
- Following review of the documentation and decision, the supervisor will sign both the initial CA/N-1 and the duplicate report CA/N-1, indicating approval.
- Authorized county staff shall then delete the duplicate CA/N report using the ADEL screen from the CA/N database system.

TITLE: CHILD WELFARE MANUAL  
SECTION 2: INTAKE  
CHAPTER 2: CANHU PROTOCOL: STRUCTURED DECISION MAKING (SDM)  
SCREENING PROCESS, RESPONSE PRIORITY AND TRACK  
ASSIGNMENT  
ATTACHMENT C: DUPLICATE REPORTS  
EFFECTIVE DATE: June 22, 2005  
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- Place the duplicate report CA/N-1 in the initial incident file following completion of the above steps.

MEMORANDA HISTORY: [CD05-35](#); [CD05-40](#)